

**SUMTER COUNTY BOARD OF COMMISSIONERS
EXECUTIVE SUMMARY**

SUBJECT: Updates to the Sumter County Board of County Commissioners Purchasing Policies and Procedures manual.

REQUESTED ACTION: **Approve updates in various sections to the Purchasing Policies and Procedures Manual**

☐ Work Session (Report Only)
☒ Regular Meeting

DATE OF MEETING: 8/9/2011
☐ Special Meeting

CONTRACT: ☐ N/A

Effective Date: _____

Vendor/Entity: _____

Termination Date: _____

Managing Division / Dept: _____

Financial Services

BUDGET IMPACT:

☐ Annual
☐ Capital
☐ N/A

FUNDING SOURCE: _____

EXPENDITURE ACCOUNT: _____

HISTORY/FACTS/ISSUES:

On September 9, 2008 the Sumter County Board of County Commissioners adopted the Purchasing Policies and Procedures manual. Periodically updates are needed to keep the policy current and correct. Listed below are sections that are being requested for updates.

Sections 101, 401, 502, 701, 703, 704, 705, 901, 902, 904, 906, 908, 909, 1001, 1010, 1100, 1301, 1310, 1403, 1404, and 1405.

Changes in these sections clarify functions of the Purchasing Agent, Financial Services Department, and the Selection Committees; removes wording reflecting the Assistant County Administrator; revises bid protest procedures; and clarification on usage of Purchasing Cards.

Attached is a copy of the draft Purchasing Policies and Procedures manual reflecting all revisions that are being requested.
